

**ABERDEEN BOARD OF PARKS & RECREATION  
MONTHLY TREASURER'S REPORT  
JANUARY 2004**

4-Feb-04

**I. PROGRAM SUMMARY**

<b>PROGRAM ACCOUNT</b>	<b>1/01 BALANCE</b>	<b>INCOME</b>	<b>EXPENSE</b>	<b>1/31 BALANCE</b>
01: General Fund	\$16,671.91	-\$1,821.24	\$0.00	\$14,850.67
03: Golden Age Club	3,129.23	1,356.00	0.00	4,485.23
06: Ballet/Jazz/Tap	8,094.57	188.00	-1,957.37	6,325.20
07: Gymnastics	3,565.61	0.00	0.00	3,565.61
09: Soccer	6,006.16	80.00	-60.00	6,026.16
10: Weightlifting	3,297.24	45.00	-13.00	3,329.24
11: Basketball	4,509.37	4,645.00	-2,077.51	7,076.86
14: Tae Kwon Do	1,969.56	245.00	0.00	2,214.56
15: Aikido	4,507.63	0.00	-65.00	4,442.63
16: Wrestling	2,080.14	0.00	0.00	2,080.14
20: Tennis	223.66	0.00	0.00	223.66
23: Men's Fitness	388.15	0.00	0.00	388.15
30: Baseball	2,630.71	0.00	-62.00	2,568.71
31: Youth Softball	1,473.57	0.00	0.00	1,473.57
40: Football	20,795.47	0.00	0.00	20,795.47
41: Football Cheerleading	873.34	0.00	-550.00	323.34
43: North Bay Rugby	2,238.30	0.00	0.00	2,238.30
46: Skateboard Park	5,746.36	162.67	0.00	5,909.03
48: Martial Arts Unlimited	3,325.71	120.00	0.00	3,445.71
49: North Bay Rugby Youth Pgm	232.65	0.00	0.00	232.65
50: Chess Club	6.88	0.00	0.00	6.88
53: Basketball Cheerleading	2,099.64	100.00	0.00	2,199.64
55: Line Dancing	121.01	0.00	0.00	121.01
57: Inline Skating	0.00	0.00	0.00	0.00
58: North Bay Women's Rugby	325.00	0.00	0.00	325.00
59: Extended Football Cheerldg	2,269.76	0.00	-2,115.00	154.76
60: Summer Concerts	130.01	0.00	0.00	130.01
62: Parks/Special Events	3,315.94	0.00	0.00	3,315.94
63: North Bay Under 19 Rugby	0.00	0.00	0.00	0.00
64: Ripken World Series Team	220.90	0.00	0.00	220.90
67: SwanFest	7,138.28	40.00	-394.99	6,783.29
68: Jean Davis Memorial Fund	1,875.00	0.00	0.00	1,875.00
70: Special Projects	6,141.00	0.00	0.00	6,141.00
00: No Deposit Slip	0.00	0.00	0.00	0.00
<b>TOTALS</b>	<b>\$115,402.76</b>	<b>\$5,160.43</b>	<b>-\$7,294.87</b>	<b>\$113,268.32</b>

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## II. DEPOSITS BY PROGRAM

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DATE	AMOUNT	DESCRIPTION	
** PROGRAM 01: GENERAL FUND			
01/07	100.00	HCCSB Pepsi machine revenue	
01/07	-230.46	CHECKCARD: Printer Supplies [Staples]	
01/09	-30.00	Stop Payment Check 20328	
01/14	-600.00	TFR: City \$ to 11 - Uniforms (20)	
01/14	-715.00	TFR: City \$ to 11 - Ball Bags, etc	
01/14	-350.00	TFR: City \$ to 11 - Basketballs	
01/15	-24.40	CHECKCARD: Web Hosting [DellHost]	
01/16	17.69	Board XMAS Party Surplus (J.McClenahan)	
01/30	3.97	Interest (Bank of America)	
01/31	6.96	Interest (Harford Natl Bank)	
** Subtotal **			-1,821.24
** PROGRAM 03: GOLDEN AGE CLUB			
01/14	1,081.00	Dues	
01/21	275.00	Dues	
** Subtotal **			1,356.00
** PROGRAM 06: BALLET/JAZZ/TAP			
01/09	153.00	VOID Check 20328 [12/18/03]	
01/28	35.00	Costume payment	
** Subtotal **			188.00
** PROGRAM 09: SOCCER			
01/16	80.00	Registrations	
** Subtotal **			80.00
** PROGRAM 10: WEIGHTLIFTING			
01/28	45.00	Dues	
** Subtotal **			45.00
** PROGRAM 11: BASKETBALL			
01/14	350.00	TFR: City \$ - Basketballs	
01/14	715.00	TFR: City \$ - Ball Bags, Whistles, etc	
01/14	600.00	TFR: City \$ - Uniforms (20)	
01/22	1,980.00	Registrations - Edgewood	
01/22	1,000.00	Registrations - Joppatowne	
** Subtotal **			4,645.00
** PROGRAM 14: TAE KWON DO			
01/22	245.00	Registrations	
** Subtotal **			245.00
** PROGRAM 46: SKATEBOARD PARK			
01/02	51.30	Park Revenue	
01/28	111.37	Park revenue	
** Subtotal **			162.67

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## II. DEPOSITS BY PROGRAM (CONT)

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DATE	AMOUNT	DESCRIPTION	
** PROGRAM 48: MARTIAL ARTS UNLIMITED			
01/21	120.00	Registrations	
** Subtotal **			120.00
** PROGRAM 53: BASKETBALL CHEERLEADING			
01/21	100.00	Registrations	
** Subtotal **			100.00
** PROGRAM 67: SWANFEST			
01/28	40.00	SwanFest	
** Subtotal **			40.00
*** Total ***			5,160.43

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## III. CHECKS BY PROGRAM

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DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 06: BALLET/JAZZ/TAP				
01/09	20343	K + J Athletics	153.00	Sweatshirts [reissued check]
01/29	20359	Amanda Cummings	660.00	Salary (Jan) 30 hrs @ \$22
01/29	20360	Leslie Perry	810.00	Salary (Jan) 27 classes@\$30
01/29	20361	Amanda Cummings	330.52	Costumes (17) [WolfFordingCo]
01/29	20362	Amanda Cummings	3.85	Postage (return of costumes)
** Subtotal **				1,957.37
** PROGRAM 09: SOCCER				
01/29	20356	Doug Cote	60.00	Referee (4 gms @ \$15)
** Subtotal **				60.00
** PROGRAM 10: WEIGHTLIFTING				
01/07	20340	Denton Spring Water Co.	13.00	Water (2@\$6.50)#249022 01/07
** Subtotal **				13.00
** PROGRAM 11: BASKETBALL				
01/14	20346	Sandy Pierce	209.90	Basketballs (10@\$19.99)
01/14	20347	Sandy Pierce	141.69	Basketballs (6@\$22.49)
01/14	20348	Sports Supply Group, Inc,	825.92	Ball Bags, Whistles, etc
01/14	20349	Your Name Here, Inc.	900.00	Uniforms (30 @ \$30) #3661
** Subtotal **				2,077.51
** PROGRAM 15: AIKIDO				
01/07	20341	James O. Shell	65.00	Salary (Nov-Dec) 13 hrs@\$5
** Subtotal **				65.00

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### III. CHECKS BY PROGRAM (CONT)

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 30: BASEBALL				
01/29	20355	Babe Ruth League, Inc.	62.00	Charter 2@\$13 & 2@\$18
**	Subtotal	**		62.00
** PROGRAM 41: FOOTBALL CHEERLEADING				
01/14	20354	Susan Sampson	550.00	Banquet food, cake, etc.
**	Subtotal	**		550.00
** PROGRAM 59: EXTENDED FB CHEERLEADING				
01/14	20352	American Cheer & Dance	2115.00	Reg for Natls (24@\$80+\$75)
**	Subtotal	**		2,115.00
** PROGRAM 67: SWANFEST				
01/14	20353	Craig Lanphear	100.00	MRPA conference expenses
01/29	20357	Kinetics Irish Dance Comp	100.00	Entertainment at SwanFest'03
01/29	20358	Athletic World Advertisin	194.99	AHS Sports Ad (Fall 2004)
**	Subtotal	**		394.99
***	Total	***		7,294.87

### IV. VENDING MACHINES SUMMARY

The revenue from the Parks & Rec **Pepsi**, **Juice**, and **Candy** machines (located on the 2nd floor of our building) goes into 01: GENERAL FUND to assist all programs. To reduce the detail in a meaningful way, only the monthly *net profit* summaries for the past six months are shown below; the totals at the bottom are cumulative.

NET PROFIT	PEPSI MACHINE	NEW BEVERAGE	CANDY MACHINE	TOTAL
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August '03	\$0.00	\$0.00	\$0.00	\$0.00
September	\$153.00	\$0.00	\$0.00	\$153.00
October	\$88.89	\$0.00	\$0.00	\$88.89
November	-\$145.50	\$0.00	\$0.00	-\$145.50
December	\$0.00	\$0.00	\$0.00	\$0.00
January '04	\$100.00	\$0.00	\$0.00	\$100.00
TOTAL - LAST 6 MON	\$196.39	\$0.00	\$0.00	\$196.39
AVG PER MONTH	\$32.73	\$0.00	\$0.00	\$32.73

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## V. TREASURER'S NOTES

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### 1. DEPOSIT SLIPS:

- a. Extra deposit slips are kept in the office on the shelf below the mailboxes.
- b. We also keep a *For Deposit Only* rubber stamp in the center drawer of the desk to stamp the back of checks (although the bank is no longer a stickler about this).
- c. Please list checks by name instead of number.
- d. All programs share the same account. Be sure to legibly print your *Program Name* below the *Aberdeen Board of Parks And Recreation* title bar. Please also jot down what the deposit is for (e.g., Registrations, Pizza Fundraiser, Sponsors, etc.); if multiple sources, please provide a breakdown (e.g., \$102 Registrations, \$200 Fundraiser).
- e. The deposit slips have 3 copies. The bank keeps the top (white) one and returns a pink and yellow copy to you. Please forward the *pink copy* to me so I can keep our records up to date. You may leave it in the *Deposit Slip* docket in the office mailbox (just above the *Check Request* docket); you may also mail it to me at the office address (Aberdeen Parks & Rec, 34 N. Philadelphia Blvd., Aberdeen, MD 21001-2511). If you fail to do so, your account will be understated until I get the monthly bank statement; even then, I have to ask the bank for copies of missing deposit slips and this delays finalization of my monthly Treasurer's Report by several days.

### 2. CHECK REQUESTS:

- a. Blank check requests are kept in the office on the shelf beneath the mailboxes. Requests *under \$100* may be approved by your Board liaison; requests *over \$100* must be approved by the Board (at a monthly meeting or via a phone poll conducted by your liaison).
- b. Please leave the completed request in the *Check Request* docket of the mailboxes in the office. Alternatively, you may mail them (using the address in *3e* above) or fax them (410-273-5633).
- c. I cut checks *every week, 52 weeks a year*. *Cut-off* is approximately **5:00 PM each Wednesday**. I write the checks and mail them each Wednesday evening; specify on the request form whether you need it mailed to you or to the vendor, etc.; if to you, specify whether to the office or your home address. Checks are no longer hand-carried back to your office mailbox so please consider this when you specify delivery option.
- d. **EMERGENCY ONLY:** Phone the check details to me or leave them on my answering machine by **8:00 PM TUESDAY** and I'll write the check Tuesday evening and drop it off in the office Wednesday (when I pick up Check Requests). [*Payee, Amount, What For, Invoice # (if applicable)*]. 410-272-9491] I only make one trip to the office per week so, if you neglect to make prior arrangements with me, your request will be handled routinely--no matter what you write on your request.

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## V. TREASURER'S NOTES (CONT)

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3. **FY 2004 PROGRAM SURVEY:** Although we are just beginning calendar year 2004, our fiscal year 2004 doesn't start until July 1, 2004. Last month we distributed a survey to each program that must be completed and returned to the Board. This survey is very comprehensive and includes the following:

a. **PROGRAM INFORMATION WORKSHEET (REQUIRED):** This form requests routine contact information on program officers and asks which individuals can authorize purchases, request publicity, handle funds (for coverage under our insurance policy), authorize fund raisers, etc.

b. **FY 2004 CITY MONEY REQUEST FORM (OPTIONAL):** To be used to request a share of grant money from the City. Grants are primarily for safety expenses or purchase of long-term capital items (equipment or uniforms that will be re-used from season to season. The Board will review all requests and conduct a scrub (approve/disapprove each request) in the April-May timeframe. Forms received after the scrub cannot be considered.

c. **FY 2003 CITY MONEY REQUEST FORM (OPTIONAL):** Programs with urgent needs for the current fiscal year (prior to July 2004) may request consideration for any surplus or un-used 2003 allocations. This is a competitive process and subject to availability of funds.

d. **PROGRAM WEBPAGE UPDATE:** The package will also include a hardcopy of the program's webpage (as it appears on our website). Please mark this page up with any corrections or updates and return so our webmaster can make the changes on our website.

4. **WEBSITE:** The URL of the Aberdeen Board of Parks & Rec website is [www.aberdeennpr.com](http://www.aberdeennpr.com).

Gene Gall  
Treasurer

**VI. FY 03 CITY BUDGET STATUS**

**As Of 1/31/2004**

	<b>BUDGETED</b>	<b>USED</b>	<b>BALANCE</b>
<b>01: GENERAL FUND</b>			
Computer/Office Equipment	\$2,000.00	\$0.00	\$2,000.00
Fire/Treasurer Bond Premium	\$500.00	\$308.00	\$192.00
Volunteer Recognition	\$904.00	\$0.00	\$904.00
Postage Meter & Contingencies	\$1,981.00	\$0.00	\$1,981.00
<b>SUBTOTAL</b>	<u>\$5,385.00</u>	<u>\$308.00</u>	<u>\$5,077.00</u>
<b>06: BALLET</b>			
Boom Boxes	\$200.00	\$0.00	\$200.00
<b>07: GYMNASTICS</b>			
Liability Insurance	\$1,000.00	\$1,000.00	\$0.00
Pre-school Bar	\$1,100.00	\$0.00	\$1,100.00
<b>09: SOCCER</b>			
Uniforms, balls, nets, flags, etc	\$1,200.00	\$1,200.00	\$0.00
1st aid kits, shin guards, ice packs, etc	\$300.00	\$300.00	\$0.00
<b>11: BASKETBALL</b>			
Basketballs	\$350.00	\$350.00	\$0.00
Ball Bags, Whistles, Scorebooks, etc	\$715.00	\$715.00	\$0.00
Uniforms (20)	\$600.00	\$600.00	\$0.00
<b>30: BASEBALL</b>			
Bats, bases, catchers' equip, etc	\$1,200.00	\$0.00	\$1,200.00
1st aid kits, ice packs, etc	\$300.00	\$0.00	\$300.00
<b>31: SOFTBALL</b>			
Equipment & 1st Aid Supplies	\$900.00	\$0.00	\$900.00
<b>40: FOOTBALL</b>			
Replace Worn/Damaged Safety Equipmen	\$1,500.00	\$1,500.00	\$0.00
<b>41: FOOTBALL CHEERLEADING</b>			
Mats (Gymnastic-type)	\$1,200.00	\$0.00	\$1,200.00
<b>46: SKATEBOARD PARK</b>			
Refresher CPR for attendants (3)	\$120.00	\$0.00	\$120.00
Portable toilet	\$820.00	\$0.00	\$820.00
1st aid supplies & disinfectant	\$50.00	\$0.00	\$50.00
Small refrigerator for shed	\$90.00	\$0.00	\$90.00
Put in phone at skatepark	\$500.00	\$0.00	\$500.00
<b>55: LINE DANCING</b>			
CD's & video tapes	\$120.00	\$0.00	\$120.00
<b>60: SUMMER CONCERTS</b>			
10 Tuesday Concerts @ \$300	\$3,000.00	\$3,000.00	\$0.00
Helper's salary (10 x \$30)	\$300.00	\$300.00	\$0.00
Sodas	\$50.00	\$50.00	\$0.00
<b>70: SPECIAL PROJECTS</b>			
Athletic Lighting Fund	\$1,000.00	\$0.00	\$1,000.00
	<u>\$22,000.00</u>	<u>\$9,323.00</u>	<u>\$12,677.00</u>